



RANG INFOSOFT
DATA TO DECISIONS

Employee Name: Abhishek Pandya

Position: Bench Sales Recruiter

Job Description

We are looking for dynamic and enthusiastic Bench Sales Recruiter with knowledge of US IT Industry and Education System, to support our client needs. If you are a success driven individual, an aggressive go-getter with positive attitude, good communication and excellent rapport building skills, then we would like to consider you.

Job Responsibilities:

- Responsible for handling IT requirements from US based clients.
- Sell bench candidates including direct marketing candidates or trainees or H1B transfer candidates.
- Understand IT requirements of clients as well as IT resource needs and deliver qualified consultants
- Sourcing and screening potential IT candidates from effective usage of Internal Systems / Database, Job Portals, Postings and Networking within time frame
- Maintain the database of candidates along with all follow-up related information
- Posting vacancies on portals. Match the profile of the candidate on technical grounds
- Responsible for negotiation, paper work validation and closed candidates for assigned requisitions.
- Responsible for editing and formatting resumes matching consistency and giving visual and technical perfection to them for presenting it to clients.
- Maintaining Candidate/Vendor relation on the progress of submittals made, Interview Coordination and taking care of the joining formalities, background checks, references, coordination with internal accounting team and for timesheets, etc.
- Ensure the target is met in terms of required submittals on a daily basis as well as required number of placements.

Requirements:

- At least Bachelor's degree or equivalent in education and experience.
- Candidates with a good knowledge and passion for Sales for the US Market.
- Prior similar experience in US is highly desirable.
- Exceptional communication and negotiation skills.
- Goal-oriented, self-starter, team player and quick learner.
- Candidates should be flexible for the time and good at multitasking.
- Candidates can work independently without close supervisor.
- Have leadership potential.

Work Hours: Night Shift (IST)-6:00PM/6:30PM to 3:30AM/4:00AM, 5 days/week (Mon to Fri).

Work Location: Prahladnagar, Ahmedabad